

15 August 1960

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
From 1-31 July 1960

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1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 12,119 IN cables, 4,998 OUT cables, 1,089 TD's and 751 miscellaneous items for a total of 18,957 work items during July 1960. This represents an increase of 1,442 items or 8% more than the 1959 monthly average of 17,515.

b. Cables increased 1,517 or 10% over the 1959 monthly average of 15,600 cables. The July 1960 total is 83 cables or .5% more than June 1960 and 448 or 2.5% more than July 1959.

c. TD's increased 13 or 1% over the 1959 monthly average of 1,076 TD's.

d. We processed an average of 744 cables Monday through Friday, 442 on Saturday and 221 on Sunday.

e. 1,217 or 7% of all cables processed were furnished to the Director as compared to 1,408 or 8% for June 1960.

2. Personnel

We operated during July with [REDACTED] persons. We will lose one Typist during August by resignation. This slot we do not contemplate filling, at least immediately, since I have set a tentative target of operating the next few months with [REDACTED] This may be too tight and if it is, we will hire in whatever numbers and specialities we appear to need most.

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3. General

a. Arrangements were completed during the month with the Signal Center, Office of Communications, for the installation of a teletype printer in the Cable,

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secretariat and the furnishing of teletype tapes for all cables received in INTEL report format. This represents a significant contribution in our program of speeding up the processing of these reports. By using the tapes we create the report masters more rapidly than was ever possible by straight typing and proof-reading. Tentative estimates are that this method has reduced our processing work time for these reports by at least 1/2 hour. Masters prepared in this manner are giving us a high quality reproduction and improved overall appearance of the report.

b. The Xerox Copier continues to be the work horse in our processing. During the months we have had the Copier we have used it for some 50,000 work items. I hope to work out some cost figures on this equipment shortly. Our arrangement with Printing Services for which we are very grateful, is for them to pay the cost of our Copier thru fiscal year 1960. Accurate costs cannot be determined at present primarily because of the time lag in Haloid's billing system. We have yet to see the first bill. In any event we start picking up the tab for the equipment from our own budget funds as of 1 July 1960. The cost of the present Copier and the second machine which we will receive in October is tentatively estimated to be approximately \$12,000 a year. As I have indicated in earlier papers, I am confident that funds in excess of this amount will be saved by not filling certain typing vacancies which, lacking the Copier, I would have to fill. I will be able to evaluate savings more accurately after the second machine is installed in October and after we have had a chance to audit the bills.

c. Attached is an accounting of the Cable Secretariat operating costs for the six months ending 11 June 1960. The period chosen coincides with the last pay period in fiscal year 1960. Our allocated cost per cable remained essentially the same as the previous six months (2.438 as compared to 2.435). This I think is good, considering that we bought two new multilith machines and charged the total cost off to this period. If we can hold our personnel costs, which I believe we can, the next six months should show a drop in costs of perhaps five cents a cable. How much the recent pay increase will cut into this I'm not certain, but certainly it will affect our production costs. Our overtime is up \$1,100, due to our need to provide additional coverage in multilith operators to reproduce INTEL items in support of FI/INT/IW's activities around the clock seven days a week. Our overall personnel costs were reduced from \$238,310 to \$236,850 for a reduction of \$1,460.


Cable Secretary

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Attachment

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Next 4 Page(s) In Document Exempt

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